

## **POLICE OFFICER**

(Competitive Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This work involves the responsibility for performing routine police work consisting of patrol, traffic regulation, and other. This work may be performed in automobiles or on foot. The entire city or an assigned part thereof is patrolled and irregular conditions, circumstances, suspicious persons, and other activities are investigated. Arrests are made as required by law and other law enforcement activities are performed.

Work of this class is primarily confined to patrol and traffic direction work and requires considerable independent ability and responsibility in emergencies. Employees generally work alone.

### **EXAMPLES OF WORK**

(Note: Any one position of this class may not include all duties listed, nor do listed examples include all duties which may be found in positions of this class.)

Patrols assigned area on foot or in a radio cruiser car as required.

Reports to headquarters any hazardous conditions found in streets or sidewalks, such as fallen trees, electrical power lines, etc.

Checks parking meters for violations.

Gives special assistance to fire trucks, ambulances, and other emergency vehicles.

Investigates suspicious persons, and unusual situations, etc.

Directs traffic to relieve congestion and investigates traffic accidents.

Maintains order in large crowds and gatherings.

Checks bus and railway stations or other public places for vagrants, disorderly persons, etc.

Receives and transmits radio messages in radio patrol car.

Escorts parades, funeral processions, and convoys.

Serves subpoenas and executes warrants as directed.

Arrests law violators as required by law.

Escorts prisoners to court and testifies in court when required.

Makes reports on situations encountered while on patrol, and writes

reports at headquarters.

Does other related work as instructed by superior.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Good judgment and general intelligence.

Good knowledge of the city.

Good observation and memory.

Ability to acquire knowledge of laws and ordinances governing police work.

Ability to be courteous yet firm with the public.

Ability and willingness to keep informed on late methods of work.

Ability to drive an automobile.

Ability to become eligible to acquire an FCC permit for operation of radio.

Ability and willingness to get along with others.

### **REQUIREMENTS FOR ADMISSION TO ELIGIBILITY TEST AND FOR BEGINNING WORK IN CLASS**

Must be not less than twenty-one (21) nor more than thirty-five (35) years of age at time of appointment.

Applicant must possess one of the following: high school diploma, high school equivalency certificate, high school transcript, affidavit from the issuing high school, associate's or bachelor's degree, or college transcript, any one of which must indicate that graduation has occurred or a degree awarded. A certification of completion shall not be sufficient to substitute for a diploma or equivalency certificate.

Must successfully pass civil service examination testing aptitude for beginning work in this class.

Must successfully pass medical examination assuring good health and physical abilities sufficient, in the opinion of the board, to indicate the ability to satisfactorily perform the required work before appointment from employment list.

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